

RFP #20-19

REQUEST FOR PROPOSAL (RFP)

**Greenfield Fire Station / Public
Safety Complex
REAL ESTATE ACQUISITION**



City of Greenfield, Purchasing Department

June 10, 2020

REQUEST FOR PROPOSAL (RFP 20-19)
REAL PROPERTY ACQUISITION –
Greenfield Fire Station / Public Safety Complex

The City of Greenfield is seeking proposals for the purchase of a commercial building and/or land for the intended use as a permanent Fire Station with expansion capability for a combined public safety complex. Minimum requirements of the purchase are included in the RFP document.

The RFP solicitation process is being facilitated by the City of Greenfield Purchasing Department. Complete specifications and RFP packet is available from:

City of Greenfield, Procurement Department,
Attn: Laura Phelps - Procurement Officer
14 Court Square – Room 208, Greenfield, MA 01301
purchasing@greenfield-ma.gov
Phone: 413-772-1569

Proposal documents are available during modified business hours, Monday, Wednesday or Friday 10:00 AM to 1:00 PM. Proposal documents may also be obtained at no charge at <https://greenfield-ma.gov/p/1815/Current-FY-2020> for download. Proposers are encouraged to contact Laura Phelps to request to be added to the proposal bid list and for all inquiries and questions. Others not registered for the proposal bid list will be responsible for monitoring the website for the issuance of notices and addenda. Failure to acknowledge the receipt of addenda may result in a proposal rejection.

Proposal submissions should be delivered to the Greenfield Purchasing Department only and will be accepted until the proposal deadline of Friday, July 10, 2020 at 12:00PM. Late proposals will be rejected. Following the proposal deadline, a public opening will immediately follow in the Meeting Room at City Hall. Proposal submissions should include one original and five (5) copies of the proposal submission. The City anticipates an exclusive option to purchase within six months, subject to successful completion of a purchase agreement. Notice of Award intent will follow within forty-five (45) days of the latest issued Request for Proposal Deadline.

Proposals will be evaluated and awarded according to Massachusetts General Law, Chapter 30B, Section 16, as amended. The Awarding Authority of City of Greenfield acting through its Public Safety Building Committee reserves the right to reject any or all proposals, waive minor informalities, and to award a contract that is in the best interest of City of Greenfield.

I. SCOPE AND SPECIFICATIONS

The City of Greenfield (referred to as the “City”) is seeking to purchase a parcel of land and/or existing building in conjunction with planned construction of a new fire station, and potential future expansion to include the Greenfield Police, forming a new public safety complex. The City is seeking proposals for the purchase of real property consisting of a parcel of land or commercial building with land. The City will consider only the completion of a purchase agreement with outright purchase for transfer of deed.

Proposals must include a narrative describing bidder’s ability to meet each specification listed below and include specific examples, no submission will be considered if it does not comply with the above format. The narrative must include the total square footage of the building (if applicable), the total square footage of the land parcel. The narrative must also disclose the following:

- Any and all unreleased mortgages, liens, encumbrances and easements on the property;
- Any and all environmental conditions on the property, including but not limited to underground oil/fuel storage tanks, hazardous materials, contaminants, etc.
- Any and all overdue and unpaid taxes and municipal charges, which must be satisfied before the acquisition of the property by the City.

No submission will be considered if it does not comply with the above format and the requirements of this RFP.

All proposers must submit one (1) original and five (5) bound copies of their proposal submission.

BUILDING SPECIFICATIONS

Minimum requirements:

1. Located in the City of Greenfield, Massachusetts only.
2. A commercial building and/or parcel of land, suitable for construction of 24,000 GSF Fire Station, or 48,000 GSF Combined Public Safety Complex (Police and Fire), and associated parking. Parcels of land adjacent to City-Owned parcels will be considered, inclusive of adjacent City-owned parcels during evaluation of proposals.
3. Utility access: public water and sewer, electricity, gas, phone, internet.
4. Preliminary estimate of anticipated parking needs range from a minimum of twenty-five parking spaces (FD Only) to fifty spaces (combined public safety).
5. If the building is multi-level office space, it must have elevator access available (ADA Compliance).
6. Single occupancy building – No attached tenants.

SITE PLAN

All proposers must submit a site plan, drawn to scale of no smaller than 1” = 50’, or Assessor’s plan, which indicates the following:

- a. The location and size of existing buildings;
- b. Topography and other natural site features, whether existing or proposed;
- c. The approximate location of all property boundaries, any setbacks, easements, or other encumbrances on the property that affect its use or access, and the identity of abutting property owners and uses of abutting properties;

- d. The location of all sidewalks and curb cuts, whether existing or proposed;
- e. The location of fencing and gates, whether existing or proposed;
- f. For existing buildings, a building elevation for all sides of the building(s). Elevation should indicate building construction materials, including windows, doors and other features.
- g. Proposer must submit recent photos of the proposed facility, if existing, including two (2) exterior and six (6) interior photos that indicate the general exterior and interior condition of the facility.
- h. Note the total square footage of the building/s and/or parcel, as applicable.

SITE INSPECTION/WALK THROUGH

All proposed properties must be made available for a site inspection and walk through to be completed by a committee, to determine an estimate of the cost of renovations of the space and / or removals (demolition) to meet the City's needs.

ELIGIBLE PROPOSERS

The following are eligible to submit proposals; the record owner of the property; the broker of other authorized agents of the record owner of the property, provided that such broker or agent must attach a copy of the letter from the owner indicating such authority; the prospective purchaser of the property, provided that such purchaser must attach a copy of an executed purchase and sale agreement listing a closing date prior to the proposal due date, and a letter from the current property owner indicating their awareness of the proposal.

RULE FOR AWARD

Based on the evaluation of the proposals, the City will reject a proposal that does not meet its minimum requirements. The City intends to select the most highly advantageous property that best meets the City's criteria, and offers the lowest total cost, which includes the purchase price and the City's estimated cost of renovation and or demolition to meet the needs of the project. After proposals are submitted, the City will conduct site visits of each property which meets the minimum criteria, for the purposes of estimating the renovation and/or demolition costs. The areas to be addressed may include the following cost factors: utility, upgrades and alterations, generator installation or relocation, building demolition / removal costs, ADA/Code Compliance, and other miscellaneous costs. These costs will be estimated by the City's team and the Proposer is not to fill in these items on the price form.

II. MINIMUM CONTRACT TERMS

The following minimum contract terms shall be incorporated into the purchase and sale agreement between the City and the Seller. Additional terms and conditions may be added by mutual agreement of the parties.

1. The Seller shall convey the Premises to the City by a good and sufficient quitclaim deed running to the City. If title to the Premises is registered, the deed shall be in a form sufficient to entitle the City to a Certificate of Title to the Premises. Said deed shall convey a good and clear record and marketable title to the Premises, free from all encumbrances with the exception of the following:
 - a. Provisions of existing building and zoning laws;
 - b. Any liens for municipal assessments, betterments or orders for which assessments may be made after the execution of the purchase and sale agreement; and

- c. Usual public utilities servicing the Premises.
2. The Seller shall deliver full possession of the Premises to the City at the time of delivery of the deed. The Premises shall at that time be: (a) in the same condition as it existed at the time of the award, reasonable wear and tear excepted; (b) in compliance with all building, zoning, environmental and other laws; (c) in compliance with all requirements stated in the RFP; and (d) free of all tenants and occupants. The City shall be entitled to inspect the Premises prior to the delivery of the deed to determine compliance with this section. Included in the sale as a part of the Premises are the buildings, structures, fixtures and improvements existing thereon.
 3. The Seller must be prepared to close on the transfer of the Premises following any lease options obligations as outlined in the Request for Proposal document, in Section 1. Scope and Specifications; and following the requirements of the Purchase Agreement. If the deed is transferred to the City during the lease term, lease obligations will cease on the date of the deed transfer. A successful purchase agreement is subject to approval of the funding and purchase of the Premises by the City. The Seller shall grant all reasonable requests for extensions of deed transfer date made by the City.
Prior to the deed transfer closing date, the Seller shall:
 - a. Disclose and discharge any and all unreleased mortgages, liens, encumbrances and easements on the Premises;
 - b. Disclose any and all environmental conditions on the Premises, including but not limited to underground oil/fuel storage tanks and presence of hazardous materials; and
 - c. Satisfy any and all overdue and unpaid taxes and charges on the Premises.
 4. The Seller must be the record owner of the Premises or a duly authorized agent of the record owner.
 5. If the Seller's post-award estimate of related costs is substantially in excess of the City's initial estimated costs, the City reserves the right to cancel the award.
 6. The laws of the Commonwealth of Massachusetts shall govern the purchase and sale agreement, the transfer of the Premises and all other rights and obligations of the parties related to the Premises. The sole and exclusive forum and venue for the resolution of any question of law or fact arising out of the Premises and the transfer thereof shall be the Superior Court of Franklin County (except claims for a value of less than \$25,000.00, which may be brought in the appropriate court of jurisdiction).
 7. The City's obligations under the purchase and sale agreement are subject to appropriation of sufficient funds therefor.

The Seller shall indemnify the City and hold the City harmless from and against any and all costs, claims, damages, obligations and liabilities of any nature whatsoever, including, without limitation, court costs and reasonable attorney's fees, incurred by the City and arising from any breach of the Seller's representations and warranties contained in the purchase, lease-purchase, and sale agreement or any other document required thereunder. The provisions of this section shall survive the termination or expiration of the purchase and sale agreement

III. MINIMUM EVALUATION CRITERIA

- | | | |
|---|-----|----|
| 1. Located in the City of Greenfield, Massachusetts only. | Yes | No |
| 2. Any Existing Buildings present? | Yes | No |

3. Building or Parcel appropriately sized for City’s needs.	Yes	No
4. Utility Access: Public water and sewer, electricity, gas, phone and internet.	Yes	No
5. Sufficient Area for Proposed Structure and Anticipated Parking Needs:	Yes	No
6. If the building is multi-level, elevator present? (ADA Compliance)	Yes	No
7. Single occupancy building- no attached tenants.	Yes	No
8. Seller is the property owner or an agent authorized by the owner.	Yes	No

IV. COMPARATIVE EVALUATION CRITERIA

Proposals that meet the minimum criteria will be further evaluated and rated on the basis of the following comparative criteria. The city reserves the right to ask any Proposer to provide additional supporting documentation in order to verify responses. Proposals will be evaluated by the evaluation committee with the assistance of certain non-committee members as required.

Evaluation standards:

1. **HIGHLY ADVANTAGEOUS:** Proposer presents compelling evidence of possession of a thorough command of the Evaluation Item.
2. **ADVANTAGEOUS:** Proposer presents persuasive evidence of possession of at least a partial command of the Evaluation Item.
3. **NOT ADVANTAGEOUS:** Proposer presents vague evidence of possession of any command of the evaluation Item.
4. **UNACCEPTABLE:** Proposer fails to present any evidence of a command of the Evaluation item.

Note: the term “parcel” in the evaluation criteria is not intended to preclude consideration of any existing structure or building from consideration and can be substituted with “Existing Facility” as applicable. The City will equally consider the suitability of an existing facility for the intended purpose.

(Evaluation standards: continued)

1. Proximity to City Center:

Highly Advantageous – Parcel is located 1 mile or less from City Hall / Court Square

Advantageous – Parcel is located within 1.01-2.00 Miles from City Hall / Court Square

Not Advantageous - Parcel is located more than two miles from City Hall / Court Square

2. Lot Size / Shape:

Highly Advantageous - Proposer offers a parcel that is 2.0 or more acres of usable contiguous land, of reasonable depth and shape to accommodate access to / from site for apparatus, structure(s) and associated

parking.

Advantageous - Proposer offers a parcel that is 1.5-1.99 acres of usable contiguous land, of reasonable depth and shape to accommodate access to / from site for apparatus, structure(s) and associated parking.

Not Advantageous - Proposer offers a commercial building on a lot that is less than 1.49 acre in size, or is configured such that the intended use can not be achieved by reasonable means.

3. Lot Features:

Highly Advantageous - Proposer offers a parcel that is reasonably flat, free from wetlands, streams or floor plains, rock / ledge, contaminants, and not in restricted building zones (historical districts, etc.) or not otherwise impeded.

Advantageous - Proposer offers a parcel that mildly impacted by topography, wetlands, streams or floor plains, rock / ledge, contaminants or in restricted building zones (historical districts, etc.), but can support intended purpose through ordinary / reasonable means.

Not Advantageous - Proposer offers a parcel that severely impacted by topography, wetlands, streams or floor plains, rock / ledge, contaminants or in restricted building zones (historical districts, etc.).

4. Lot Accessibility:

Highly Advantageous - Proposer offers a parcel that maintains frontage on a main roadway (not a residential way, narrow street or private way) and is uninhibited by railroad crossings, bridges or other impediments,

Advantageous - Proposer offers a parcel that maintains frontage on a main roadway (not a residential way, narrow street or private way) and is uninhibited by railroad crossings, bridges or other impediments,

Not Advantageous - Proposer offers a parcel that does not maintains frontage on a main roadway (not a residential way, narrow street or private way) or is inhibited by railroad crossings, bridges or other impediments, and requires major modification or enhancement of current communications infrastructure in order to achieve acceptable reception and transmission of radio signals.

5. Occupancy:

Highly Advantageous – Proposer can enter into and transfer Ownership to the City within 6-12 months.

Advantageous - Proposer can enter into and transfer Ownership to the City within 12-18 months.

Not Advantageous - Proposer requires greater than 18 months to transfer Ownership to the City

6. Utility Services:

Highly Advantageous - Facility is equipped with existing utilities - gas, gravity sewer, water, telephone, cable TV, internet, and electricity.

Advantageous - Facility is equipped with existing Gas, with water, telephone, cable TV, internet, and/or electricity readily available. Sewer service connection is available by force main of reasonable length.

Not Advantageous - Facility is not equipped with existing utilities, or requires extraordinary means to obtain gas, gravity sewer, water, telephone, cable TV, internet, and/or electricity services, or would require private septic.

7. Communications:

Highly Advantageous – Proposed parcel supports reception and transmission of radio signals using current communications infrastructure.

Advantageous - Proposed parcel requires minor modification or enhancement of current communications infrastructure in order to achieve acceptable reception and transmission of radio signals.

Not Advantageous - Proposed parcel requires minor modification or enhancement of current communications infrastructure in order to achieve acceptable reception and transmission of radio signals.

6. Parking:

Highly Advantageous - Proposal offers sufficient space for parking, as required for intended use and for the exclusive use of the occupants

Advantageous - Proposal offers sufficient space for parking, as required for intended use. Adjacency of public parking, in addition to those provided on the site are considered.

Not Advantageous – Proposal fails to offer sufficient space for parking, as required for intended use. Adjacency of public parking is not available within close proximity to the proposed location.

7. Emergency Generator:

Highly Advantageous - Parcel has a working emergency generator in place to service the facility.

Advantageous - Parcel has ample space to accommodate a generator.

Unacceptable - Parcel does not have space to accommodate a generator, or the site otherwise impedes the installation of an emergency generator.

V. PROCEDURAL REQUIREMENTS

A. Submission of Proposals

1. Any Proposer submitting a response to this RFP shall include in a sealed envelope one (1) original and five (5) copies of their proposal submission. Due to lack of building access and in person delivery, all proposals should be mailed (USPS, UPS, FedEx, etc.) to the following revised delivery address:

City of Greenfield, Procurement Department,
Attn: Laura Phelps - Procurement Officer
14 Court Square – Room 208, Greenfield, MA 01301

2. **Proposals must be received at this address no later than 12:00 PM EST on Friday, July 10, 2020.** The deadline will be strictly observed. Proposals received after the deadline will be rejected as late and non-responsive.

3. Proposal shall be delivered in person or by US Mail, Federal Express, or other such service. Delivery by facsimile or email is prohibited. It is recommended that proposal submission be delivered in advance of the day of the proposal deadline.
4. Proposals will be analyzed by an Evaluation Committee created on behalf of City of Greenfield and Public Safety Building Committee.
5. Supplemental information or clarification of information submitted may be requested by the City and obtained from Proposers. The most advantageous Proposal will be recommended for final approval. In connection with the evaluation of proposals, oral presentations may be requested of all or some of the Proposers.
6. In accordance with the Massachusetts General Laws, Chapter 30B, proposals shall be assembled and submitted as follows:
 - a) Complete Proposal– which shall include all required items, information, and a detailed Site Plan explaining how the Proposal meets all specifications and will be implemented.; and,
 - b) Price Proposal– which shall include only the proposed Purchase Price.

The Technical and the Price Proposal may be submitted together in a sealed envelope and do not need to be submitted separately. The envelope should be labeled:

Greenfield Fire Station / Public Safety Complex
REAL ESTATE ACQUISITION

7. Responses must contain properly executed forms including:

- Request for Proposal Form, completed and signed;
- Tax Certification Affidavit, signed and notarized;
- Non Collusion/Fraud statement, signed
- Disclosure of Beneficial Interest form, completed and signed;
- Price Proposal Form

8. Proposal Forms shall be completed in ink, by computer or by typewriter. The price of each item shall be stated in words and in figures; if the price figures are in conflict with the stated “word” price, the “word” price shall prevail. All blanks must be filled in. Proposals by corporations shall be executed in the corporate name by the president or other corporate officer accompanied by evidence of authority to sign and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

9. Each Proposal Form shall contain an acknowledgement of receipt of all addenda as may be made to this RFP (the numbers of which shall be filled in on the Form). The address to which communications regarding the Proposal are to be directed shall be shown.

10. The cost of the preparation and delivery of proposal documents is considered a part of the cost of doing business and as such will not be reimbursed, regardless of circumstances.

11. A Proposer may correct, modify or withdraw its Proposal by written notice received by the Greenfield Purchasing Department at the address specified above, prior to the time and date specified for the receipt of Proposals. After such time, a Proposer may not change the price or any other provision of its Proposal in a

manner prejudicial to the City of Greenfield or to fair competition.

12. As provided in M.G.L. c. 30B, § 6, the Proposals shall be opened publicly at City Hall, immediately following the close of the solicitation period. In the event that the public opening is impacted by the COVID-19 pandemic, the opening will be remotely facilitated through teleconference. Proposers shall be notified by addendum of any planned change in opening procedures. Note the conference may be recorded. Access information for the conference will be supplied by addendum. A witness for City of Greenfield will also be attending the conference.

13. The evaluation committee shall determine the most advantageous Proposal from a responsible and responsive Proposer, taking into consideration price and the evaluation criteria set forth in the RFP. The City shall enter into negotiations for the direct purchase by way of purchase agreement with deed transfer to the City. The parties may extend the time for acceptance by mutual agreement. The City, in its sole discretion, may condition an award on successful negotiation of additional conditions of sale required to make the property ready and advantageous for the City. However, Proposers shall not specify items for negotiation in their Proposals, or otherwise condition their Proposals on negotiation of requirements in the RFP, including requirements of the Contract. Inclusion of any such condition on a Proposal shall be cause for rejection of the Proposal.

14. If the City awards the Contract to a Proposer who did not submit the lowest price, it shall explain in writing the reasons for the award, specifying in reasonable detail the basis for the award.

15. As provided in M.G.L. c. 30B, § 12, the City of Greenfield may not enter into a Contract unless funds are available.

16. No interpretation or the meaning of the requirement of this RFP will be given out except in response to a written request.

17. All questions and/or clarifications should be submitted to:

City of Greenfield, Procurement Department,
Attn: Laura Phelps - Procurement Officer
14 Court Square – Room 208, Greenfield, MA 01301
purchasing@greenfield-ma.gov

All questions must be submitted in writing to the above address via mail, fax, or email and must be received no later than July 1, 2020 at 1:00 PM local time. Responses to questions will be provided by Addendum via the City of Greenfield Procurement Department web page: <https://greenfield-ma.gov/p/1815/Current-FY-2020>. All proposers are responsible to review the City Web Page to obtain any addenda that may be issued under RFP 20-19. Any addenda so issued shall become part of the RFP.

VI. City of Greenfield - RESERVATION OF RIGHTS

A. The City reserves the right to:

1. Reject any or all Proposals
2. Conduct investigations with respect to the qualifications of each Proposer, or to verify documentation submitted
3. Supplement, amend, or otherwise modify this RFP, and to cancel this RFP with or without the substitution of another RFP
4. Issue additional subsequent solicitations for Proposal

END OF THE RFP

PROPOSAL SUBMISSION FORMS

PROPOSAL SUBMISSION

FORMS (1 of 6)

Proposers are advised that due to the pandemic, City offices are operating on a limited basis. **Proposers should submit sealed proposals delivered in person or by mail (USPS, UPS, FedEx, etc.) and labeled as follows:**

Greenfield Fire Station / Public Safety Complex

REAL ESTATE ACQUISITION

to the following address:

City of Greenfield, Procurement Department,
Attn: Laura Phelps - Procurement Officer
14 Court Square – Room 208, Greenfield, MA 01301

Proposers should allow adequate time for mailing. Proposals will be accepted until the proposal deadline of Friday, July 10, 2020 at 12:00PM. Late proposals not received by the proposal deadline will be rejected. Emailed proposals will not be accepted. Following the proposal deadline, a public opening will immediately follow at Greenfield City Hall.

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL.

This Proposal is submitted by: _____
(Name /Company Name)

ADDRESS: _____

PHONE: _____

EMAIL: _____

I acknowledge receipt of addenda numbered: _____, _____, _____, _____, _____

PRICING: SUPPLY PRICING FOR THE 'SALE PRICE' FOR TRANSFER OF DEED TO CITY OF GREENFIELD:

SALE PRICE: \$ _____, the City of Greenfield purchase price.

AMOUNT IN WORDS:

Signature of Authorized Representative: _____

Printed Name and Title of Authorized Representative: _____

PROPOSAL SUBMISSION FORMS (2 of 6)

INFORMATION ABOUT THE PROPERTY FOR SALE:

Answer the following questions regarding the building and/or property:**

1. Property Location/ Address: _____
2. Supply the Greenfield assessor's parcel ID: _____
3. Copy of the current deed (Supply)
 - a. Owner(s) Name: _____
 - b. Owner(s) mailing address _____
4. Is the property available to the City for the outright purchase and transfer of deed?
YES_____, NO____
5. Are there any leases in existence with the real estate? YES_____, NO _____
 - a. If yes, have you supplied the lease details? YES_____, NO _____
6. Total gross square footage of the building space: _____ Square Feet or
Total gross square footage of the lot / parcel: _____ SF
7. Circle which utilities listed below are available at the parcel:

Public water	Electric,
public sewer (Gravity)	Natural gas
Public Sewer (Force Main)	Phone,
Internet	Private Well
Private Septic	
Other: _____	
8. The paved parking lot has how many parking spaces available? _____ Parking Spaces
9. Is the building multi-level of office space: YES_____, NO _____
 - a. If yes, is there an elevator? _____
 - b. If parcel only, please enter N/A: _____
10. Is the building a single occupancy building with no attached tenants? YES_____, NO_____
11. Is the Building currently occupied? YES_____, NO_____
12. Have you submitted the information requested that is listed under RFP section
'SITE PLAN'? YES_____, NO_____
13. How many acres of land comes with the property? _____ Acres
14. Are there any liens or similar claims against the property? YES_____, NO _____
15. Are there any contaminants present at the site? YES_____, NO _____
 - a. If yes, have you supplied details? YES_____, NO _____.

** In order to provide complete responses, supplemental pages may be provided as necessary.

**PROPOSAL SUBMISSION
FORMS (3 of 6)
Certificate of Non-Collusion**

The undersigned certified under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization entity, or group of individuals.

Name of Person Signing Proposal

Name of Business

Date

THIS FORM MUST BE SIGNED & RETURNED WITH YOUR BID OFFER. FAILURE
TO SUBMIT THIS FORM IS CAUSE FOR IMMEDIATE REJECTION.

Statement of Tax Compliance

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Countersignature of Individual or
Corporate Name (mandatory)

By: Corporate Officer (mandatory)

**Social Security No. or Federal Identification No.

*Approval of a contract or other Agreement will not be granted unless this certification clause is signed by the applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.

**PROPOSAL SUBMISSION
FORMS (4 of 6)**

CERTIFICATE OF AUTHORITY

(Corporations and Limited Liability Companies only should complete this form)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that
(Name of Corporation or Limited Liability Company) (Date)

_____ (Name) _____ (Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal, shall be valid and binding upon this company.

I hereby certify that I am the clerk, manager or member-manager of the above named corporation or limited liability company and that _____ is the duly elected manager or officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

_____ Date _____ (Clerk, Manager or Member-Manager)

Seal

PROPOSAL SUBMISSION FORMS (5 of 6)

**DISCLOSURE STATEMENT
ACQUISITION OR DISPOSITION OF REAL PROPERTY**

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts **General** Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

- (1) REAL PROPERTY DESCRIPTION:
- (2) TYPE OF TRANSACTION:
- (3) SELLER or LESSOR:
- (4) BUYER or LESSEE.
- (5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

<u>NAME</u>	<u>RESIDENCE</u>
-------------	------------------
- (6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.
- (7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (30) days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____
Printed Name: _____
Title: _____
Date: _____

PROPOSAL SUBMISSION FORMS (6 of 6)

Proposals shall be typewritten or written in ink on the enclosed forms. Officials of Corporations shall designate their official titles. Partners or Sole Owners shall so state, giving names of all interested Parties. Bid must be submitted in a sealed container and shall be guaranteed for sixty (60) days

Submission Requirement Checklist

_____Request for Proposal Submission Forms completed & signed (6 pages)

_____Supply a W-9 Form

_____One (1) Original and Five (5) Copies of the Complete Proposal

_____All responses as required by the bid documents (listed on Submission Form Pg 2 of 6)

_____Acknowledge Receipt of all addenda if issued

(END)